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NFAC NOTICE  
No. 51-8NFAC N 51-8  
31 March 1980~~TTT~~  
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filePROCEDURES FOR INTERAGENCY INTELLIGENCE PRODUCTION

Interagency papers may be produced: on request of a senior policy officer; on schedule, as set forth in DD/NFA's semiannual production program; or, on suggestion by an NIO (or other senior intelligence officer). Papers requested for policy purposes will usually end up in the "fast track" outlined below. Production by the National Intelligence Council will follow these steps:

Initiation  
(Stage 1)

- C/NIC in consultation with appropriate NIO(s)
  - approves (or seeks DCI/DD/NFA approval if necessary)
  - decides on deadline, including whether fast-track or normal-track procedures apply
  - decides whether to do an NIE, SNIE, or IIM\*
  - notifies DCI and DD/NFA of project
  - if not obvious, designates principal NIO. For projects falling outside any NIO account, or cutting across several, this will often be an NIO-at-Large. The principal NIO, his assistant or the alternate principal (see below) will be the project chairman.
  - designates ad hoc review panel of no more than five NIOs, typically: responsible NIO, NIO-at-Large as his alternate, perhaps one additional NIO-at-Large, one or two NIOs in related fields. (C/NIC and AC/NIC participate on occasion.) Members of the Panel will meet to review the concept/TOR and first drafts.

\*This art form may well be changed as the project develops. In some cases the decision may be to do an NFAC paper and defer decision on whether to go interagency. There are also lesser art forms, such as joint INR-NFAC or DIA-NFAC memoranda.

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- C/NIC approves project plan, notifies DD/NFA and DCI or seeks their approval if appropriate (always for NIEs).

Preparation  
(Stage 3)

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| -- Drafter(s) work(s) under joint direction of NIO and AC/NIC.  | -- Drafter(s) work(s) under joint direction of NIO and AC/NIC.  |
| -- C/NIC approves distribution to reps,* simultaneously forwards to DCI and DD/NFA for approval if paper is an SNIE or if they have a special interest. | -- NIO and Panel review draft.  |
|   | -- Consultants review draft at appropriate.   |
|   | -- Drafter(s) prepare(s) new draft.   |
|   | -- C/NIC approves distribution to reps,* forwards to DCI and DD/NFA for comment if paper is NIE or if they have a special interest. |

Coordination  
(Stage 4)

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|---|--|
| -- NIO coordinates by LDX/ phone if possible, or convenes reps; drafter prepares final draft.   | -- NIO convenes reps, drafter(s) incorporate(s) results of meeting in new draft.   |
| -- If paper is an IIM, on completion of reps coordination, C/NIC recommends approval to DD/NFA. DD/NFA consults with DCI when appropriate.                        | -- If paper is an IIM, on completion of reps coordination, C/NIC recommends approval to DD/NFA. DD/NFA consults with DCI when appropriate. |
| -- If SNIE, C/NIC approves distribution to NFIB principals and reps seek approval by their principals; NIO coordinates by phone unless NFIB meeting is essential. | -- If paper is an NIE, C/NIC recommends to DD/NFA and DCI that paper be released to NFIB principals. DCI approves release.                 |

\*For certain papers C/NIC may seek DCI or DD/NFA approval before distribution to reps.